



**PRECISION  
HYDRAULIC  
TECHNOLOGY**

# EMPLOYMENT APPLICATION

\*Mandatory drug tests and background checks will be required for employment.

## PERSONAL INFORMATION - ALL INFORMATION MANDATORY

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PAST ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

TYPE OF WORK DESIRED: \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

ARE YOU WILLING TO TRAVEL?: \_\_\_\_\_ WHAT PERCENTAGE OF TIME?: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THIS POSITION? : \_\_\_\_\_ RELATIVE \_\_\_\_\_ EMPLOYEE \_\_\_\_\_ WALK-IN \_\_\_\_\_ OTHER

IF REFERRED BY AN EMPLOYEE, PLEASE GIVE A NAME: \_\_\_\_\_

NAME & RELATIONSHIP OF RELATIVES EMPLOYED BY PHTI: \_\_\_\_\_

GIVE DATES OF ANY PRIOR APPLICATIONS TO PHTI: \_\_\_\_\_

IF YOU'VE EVER BEEN EMPLOYED BY US, GIVE DATES: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

EMERGENCY TELEPHONE # OR CONTACT INFO: \_\_\_\_\_

## EDUCATION INFORMATION - COMPLETE AS MUCH AS POSSIBLE

### HIGH SCHOOL

HIGHEST YEAR COMPLETED: \_\_\_\_\_ YEARS ATTENDED: \_\_\_\_\_

HIGH SCHOOL NAME & LOCATION: \_\_\_\_\_

### TRADE SCHOOL / COLLEGE

HIGHEST YEAR COMPLETED: \_\_\_\_\_ YEARS ATTENDED: \_\_\_\_\_

SCHOOL NAME & LOCATION: \_\_\_\_\_

DEGREE/MAJOR: \_\_\_\_\_ GPA: \_\_\_\_\_

### GRADUATE SCHOOL

HIGHEST YEAR COMPLETED: \_\_\_\_\_ YEARS ATTENDED: \_\_\_\_\_

SCHOOL NAME & LOCATION: \_\_\_\_\_

DEGREE/MAJOR: \_\_\_\_\_ GPA: \_\_\_\_\_

**PROFICIENCIES - LIST EXPERIENCE & SKILLS IN RELATION TO YOUR POTENTIAL POSITION**

WORD PROCESSING (LIST SOFTWARE NAME)

WPM SPEED : \_\_\_\_\_ SOFTWARE NAME : \_\_\_\_\_

COMPUTER EQUIPMENT (LIST TYPE OF HARDWARE):

\_\_\_\_\_

SOFTWARE SKILLS:

\_\_\_\_\_

OTHER SKILLS:

\_\_\_\_\_

SPECIAL STUDY COURSES (CFPS, VENDOR SCHOOLS, SEMINARS, MILITARY SCHOOLS):

\_\_\_\_\_

ADDITIONAL KNOWLEDGE, SKILLS, ABILITIES, ORGANIZATION:

\_\_\_\_\_

**EMPLOYMENT HISTORY - COMPLETE AS MUCH AS YOU CAN**

LIST EMPLOYMENT FOR THE LAST 10 YEARS STARTING WITH YOUR PRESENT OR MOST RECENT POSITION. ACCOUNT FOR ALL PERIODS OF UNEMPLOYMENT. ATTACH ADDITIONAL SHEETS IF NECESSARY.

CAN WE CONTACT YOUR CURRENT EMPLOYER FOR REFERENCE?: \_\_\_\_ YES \_\_\_\_ NO

EMPLOYER (NAME OR COMPANY): \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO \_\_\_\_\_ YOUR TITLE: \_\_\_\_\_

COMPANY ADDRESS : \_\_\_\_\_

COMPANY PHONE : \_\_\_\_\_ BASE SALARY: \_\_\_\_\_ TO \_\_\_\_\_

NAME & TITLE OF SUPERVISOR: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

EMPLOYER (NAME OR COMPANY): \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO \_\_\_\_\_ YOUR TITLE: \_\_\_\_\_

COMPANY ADDRESS : \_\_\_\_\_

COMPANY PHONE : \_\_\_\_\_ BASE SALARY: \_\_\_\_\_ TO \_\_\_\_\_

NAME & TITLE OF SUPERVISOR: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

EMPLOYER (NAME OR COMPANY): \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO \_\_\_\_\_ YOUR TITLE: \_\_\_\_\_

COMPANY ADDRESS : \_\_\_\_\_

COMPANY PHONE : \_\_\_\_\_ BASE SALARY: \_\_\_\_\_ TO \_\_\_\_\_

NAME & TITLE OF SUPERVISOR: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

### ADDITIONAL INFORMATION

WHAT IS YOUR MINIMUM SALARY REQUIREMENT AT THIS TIME?

\_\_\_\_\_

WHICH OF THE POSITIONS YOU'VE HELD DID YOU NOT FIND SATISFYING AND WHY?

\_\_\_\_\_  
\_\_\_\_\_

WHAT DO YOU THINK HAS CONTRIBUTED TO THE SUCCESS YOU'VE HAD?

\_\_\_\_\_  
\_\_\_\_\_

WHAT IS YOUR INTERPRETATION OF SUCCESS?

\_\_\_\_\_  
\_\_\_\_\_

NOTE OTHER INFORMATION OR OUTSIDE EXPERIENCE YOU WISH CONSIDERED?

\_\_\_\_\_  
\_\_\_\_\_

### BACKGROUND INFORMATION - ALL QUESTIONS ARE MANDATORY

ARE YOU IN THE UNITED STATES ILLEGALLY, OR DO YOU LACK AUTHORIZATION TO WORK IN THE UNITED STATES?

\_\_\_ YES \_\_\_ NO

HAVE YOU EVER BEEN FIRED FROM A PREVIOUS JOB BECAUSE OF THEFT ON YOUR PART?

\_\_\_ YES \_\_\_ NO

HAVE YOU EVER COMMITTED ANY SIGNIFICANT (\$25 OR MORE) THEFTS WITHIN THE LAST TEN YEARS?

\_\_\_ YES \_\_\_ NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO, PLEASE EXPLAIN BELOW.

Note: No applicant will be denied employment solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DRIVING QUESTIONS - MANDATORY QUESTIONS:**

IS YOUR DRIVER'S LICENSE CURRENTLY SUSPENDED, EXPIRED, OR REVOKED?  YES  NO

HAVE YOU HAD YOUR DRIVER'S LICENSE SUSPENDED/REVOKED WITHIN THE LAST 36 MONTHS FOR ANY REASON?  YES  NO

HAVE YOU HAD TWO OR MORE AT-FAULT (YOU WERE AT FAULT) ACCIDENTS WITHIN THE LAST 36 MONTHS?  YES  NO

HAVE YOU HAD THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE LAST 36 MONTHS?  YES  NO

HAVE YOU HAD YOUR AUTOMOBILE INSURANCE CANCELLED FOR ANY REASON WITHIN THE LAST 36 MONTHS?  YES  NO

HAVE YOU BEEN FIRED FROM A PREVIOUS JOB WITHIN THE LAST 36 MONTHS BECAUSE OF IMPROPER MOTOR VEHICLE OPERATION?  YES  NO

HAVE YOU HAD AN AUTO ACCIDENT IN THE LAST FIVE YEARS?  YES  NO

DRIVER'S LICENSE NUMBER AND STATE:

\_\_\_\_\_

MAKE AND YEAR OF VEHICLES:

\_\_\_\_\_

**REFERENCES - PLEASE DO NOT LIST SUPERVISORS OR RELATIVES LISTED ABOVE**

List individuals who can attest to your professional abilities/work accomplishments, and character.

REFERENCE #1 NAME : \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ JOB TITLE/POSITION: \_\_\_\_\_

BEST CONTACT INFO: \_\_\_\_\_

REFERENCE #2 NAME : \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ JOB TITLE/POSITION: \_\_\_\_\_

BEST CONTACT INFO: \_\_\_\_\_

REFERENCE #3 NAME : \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ JOB TITLE/POSITION: \_\_\_\_\_

BEST CONTACT INFO: \_\_\_\_\_

REFERENCE #4 NAME : \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ JOB TITLE/POSITION: \_\_\_\_\_

BEST CONTACT INFO: \_\_\_\_\_

REFERENCE #5 NAME : \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ JOB TITLE/POSITION: \_\_\_\_\_

BEST CONTACT INFO: \_\_\_\_\_

**CERTIFICATION - READ CAREFULLY AND SIGN BELOW**

In order to protect our customers, employees, and company, Precision Hydraulic Technology, Inc. must be diligent in the selection of new company employees. Our applicant screening process reflects this diligence. I understand that prior to being offered employment with Precision Hydraulic Technology, Inc., I may be asked to submit to some or all of the following screening steps depending on the position for which I have applied: motor vehicle record check, former employer check, felony record check, personal reference check, and/or other pre-employment screening testing as appropriate. In the event I have a medical condition which will affect my ability to take a test, I will so inform Precision Hydraulic Technology, Inc. prior to the administration of the test so that a reasonable accommodation can be made. Precision Hydraulic Technology, Inc. reserves the right to require documentation concerning the need for accommodation.

I further understand that if an offer of employment is made to me, it is conditioned upon my successful completion of a drug test. Should I receive an offer of employment, I do hereby give my consent to Precision Hydraulic Technology, Inc., its doctors, employees or agents, together with any clinic, hospital, or laboratory designated by Precision Hydraulic Technology, Inc. to perform appropriate test or examinations on me for drugs.

We are required by law to advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, and personal characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.

I certify that the information given by me in this application is true in all respects. I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or for discharge from employment. I hereby authorize my former employer, person, firm, school, or corporation listed herein, including this company, to answer any and all questions and I agree to hold all persons harmless and release them from all liability or damages for giving any such information within their knowledge or records.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Precision Hydraulic Technology, Inc and myself or provide any benefit. No promises regarding employment have been made to me, and I understand that no such promise is binding upon Precision Hydraulic Technology, Inc. unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Precision Hydraulic Technology, Inc. retains the same right. Employment is at-will.

I understand that if I am employed, policies and procedures which are issued are not conditions of employment and that Precision Hydraulic Technology, Inc. may revise the policies or procedures in whole or part at any time. I understand that this application will be kept on active file for thirty (30) days from the date completed, after which time I would have to reapply if I wish to be considered for any position after that date.

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**SIGNATURE OF APPLICANT**

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**DATE**



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# BACKGROUND CHECK AUTHORIZATION

I hereby authorize Precision Hydraulic Technology, Inc. to ascertain information regarding my background to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information. I understand that this form indicates that an investigation is to determine my suitability for employment and may elicit information on my character, general reputation, personal characteristics, and mode of living. Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records, and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and all subsequent reports needed as it pertains to employment.

FULL NAME: \_\_\_\_\_

OTHER NAMES USED/MAIDEN NAME/DATES: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

LIST ALL ADDRESSES FROM THE PAST 7 YEARS & DATES LIVED THERE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

*Subscriber certifies that consumer credit information, consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. ("FCRA"), will be ordered only when intended to be used as a factor in establishing a consumer's eligibility for employment and that consumer credit information will be used for no other purposes. It is recognized and understood that the FCRA provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency" "under false pretenses shall be fined not more than \$5,000 or imprisoned not more than two years or both." REV 3/05*